CORRECTION PROCESS

Unclassified

CORRECTION PROCESS

- To make corrections on the DD Form 2624, ledger, or label you must
  - Line through the error, enter correct information above the error, initial, and date
  - If there is not enough space to complete the correction process then use a Memorandum titled “Certificate of Correction”

Correction to Automated DD form 2624

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

1. SUBMITTING UNIT	2. ADDITIONAL SERVICE INFORMATION (SECOND ECHELON)	A. LABORATORY CONDUCTING TESTING
YOUR UNIT	M D WHITE/ M A MITCHELL BLDG 537 VTS SMYRNA, TN 37167	

3. BASE/AREA CODE	4.UNIT IDENTIFICATION CODE	5. DOCUMENT/BATCH NUMBER	6. DATE SPECIMEN COLLECTED YYYY MM DD	B. BATCH NUMBER	C. REPORT OF RESULTS
NG45	W XXXXX	0001	20050727		

Version 530L

D. DRUGS TESTED

7. SPECIMEN NUMBER	8. COMPLETE SSN	9. TEST BASIS	10. TEST INFO	11. PRESCREEN	E. DISC CODE	F. ACCESSION NUMBER	G. RESULT
001	659-51-4932	IR	B				
002	234-35-3231	IR	B				
003	~~669-61-2798~~ 569-62-2798 27 Jul 05 RR	IR	B				
004	659-25-7532	IR	B				
005	564-89-6258	IR	A				
006	123-45-6789	IR	A				
007	789-85-6423	IR	B				
008	456-96-8735	IR	B				

H. CERTIFICATION. I certify that I am a laboratory official, that the laboratory results indicated on this form were correctly determined by proper laboratory procedures, and they are correctly annotated.

(3) CERTIFYING OFFICIAL (Printed Name and Title

(1) SIGNATURE | (2) DATE SIGNED

DD Form 2624, FEB 1993 *Replaces OPNAV 5350/2 (FEB 82), DA Form 5180 (AUG 86), and AF Form 1890 (APR 86), which are obsolete.*

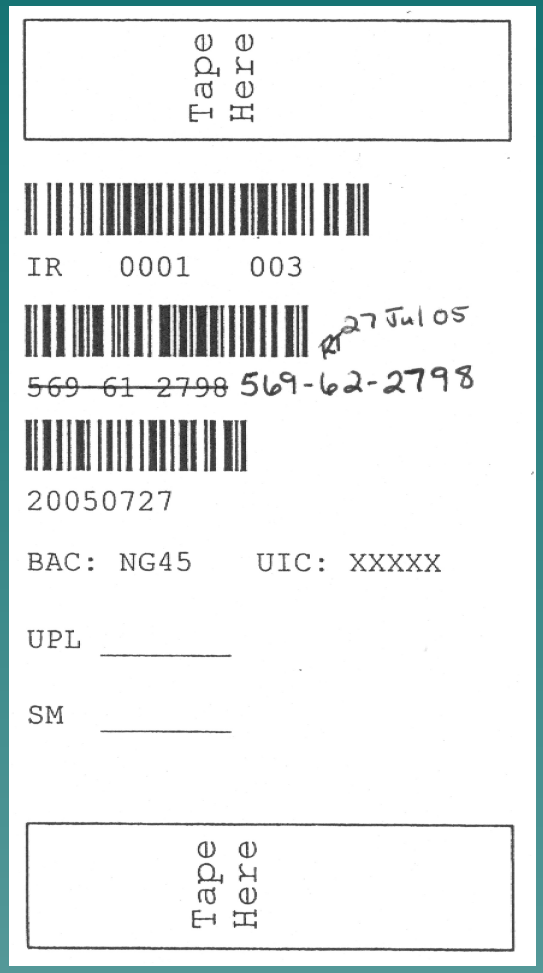
Correction to a ledger

Drug Testing Program
Testing Register

07/27/2005 7:15:04 AM
IR

Date of Collection T/M/D/Y	Batch And Specimen #	Tested Members Rank, Printed Name, SSN Signature	TPI	Observer's Printed Name and Signature	Comments and Disposition
07/27/2005	Batch: 0001 Spec: 001	SSG BROCK, BRETT 659-51-4932	IR		
07/27/2005	Batch: 0001 Spec: 002	SFC FRANKS, MARVIN 234-35-3231	IR		
07/27/2005	Batch: 0001 Spec: 003	MSG HUNT, STEPHANIE 27Jul05 ~~569-61-2798~~ 569-62-2798	IR		wrong SSN
07/27/2005	Batch: 0001 Spec: 004	SSG MITCHELL, MICHEAL 659-25-7532	IR		
07/27/2005	Batch: 0001 Spec: 005	PVT RAINES, NICHOLAS 564-89-6258	IR		
07/27/2005	Batch: 0001 Spec: 006	PFC ROBERTS, TAYLOR J. 123-45-6789	IR		
07/27/2005	Batch: 0001 Spec: 007	SGM WALKER, DON 789-85-6423	IR		
07/27/2005	Batch: 0001 Spec: 008	SSG WILLIAMS, JOHN 456-96-8735	IR		

Correction to Automated DTP Label



- Correction to a pre-printed computerized label:
- Any change to the data will invalidate the bar coded information, therefore the bar codes affected must be marked out and then the incorrect data is lined through, the correct data is printed and then initialed and dated. It is much easier to handwrite a new bottle label (shown next). <u>The preferred method is to make a new handwritten label.</u>

Certificate of Correction

CERTIFICATE OF CORRECTION

MEMORANDUM FOR Forensic Testing Laboratory Date:_____

SUBJECT: CERTIFICATE OF CORRECTION

1. This letter is to certify the following corrections were made as indicated below for the urine specimen enclosed with this shipment for testing.

2. Reference: ( ) Bottle Label
( ) DD Form 2624

Document/Batch _____ Specimen _____ SSN_____

Reads as:
Corrected to read as:

Signature:
_____
Date:
_____
Title:
_____

Verified By:
_____
Date:
_____
Title:
_____

Questions?